

SPGA APPLICATION FORM (ZONING)

This form is used for all types of applications to be reviewed by the Somerville Zoning Board of Appeals and/or the Somerville Planning Board.

INSTRUCTIONS *Please read through all of the instructions carefully and be sure to complete all parts of the application fully.*

- 1) **All Applicants need to complete PART A of this form.** Depending on the specific type(s) of approvals you seek, **you may also need to complete PARTS B, C, or D** of this application, or other separate forms.
- 2) **MINIMUM SUBMISSION ITEMS:**
 - ☐ **Five (5) copies** of this SPGA Application form;
 - ☐ **Five (5) copies** of the Division of Inspectional Services denial letter. The denial letter lists the violations of the Somerville Zoning Ordinance or requirements for special permits relative to your proposal;
 - ☐ **Three (3) copies** of a scaled boundary survey plat or bank mortgage plan of the subject property. **When new construction or building additions are proposed, a scaled plot plan certified by a Massachusetts-registered land surveyor or professional engineer is required**, indicating total land area boundaries of all subject property, angles, and dimensions of the site, and a north arrow. Proposals for new construction or building additions must also include elevation plans of the proposed construction;
 - ☐ **Three (3) copies** of scaled plans or drawings of proposal. Two (2) copies should be no larger than 11" x 17" (tabloid size). One (1) copy should be at a minimum scale of 1" = 40'. Plans or drawings must show:
 - Present and proposed use(s) of the land and existing buildings, if any;
 - Dimensions of existing and proposed building(s) or other structures including height, setbacks from property lines, and total square footage of all floors;
 - Locations and dimensions of any easements, public or private rights of way, or other burdens existing or proposed;
 - Locations of all existing trees (note which, if any, trees are to be removed);
 - Parking and loading areas, showing number, location, and dimensions of parking/loading spaces, driveways, access, and sidewalks (preferably indicated on plot plan); and
 - Architectural elevations, floor plans, landscaping plans, signage plans, descriptions of materials and colors to be used, etc. as appropriate.
 - ☐ **Three (3) copies** of the **recorded deed(s)** to all property included in your application;
 - ☐ **Three (3) copies** of all attachments to the application form; and
 - ☐ **A certified abutter's list**, obtained from the Somerville Assessor's Office and, if applicable, from any other abutting city or town.
- 3) After you complete this form and put together your application, **call the Planning Department and make an appointment** to have your application checked for completeness.
- 4) If your application is complete, the Planning Staff will determine your fee and initial the form. Please pay your **FILING FEE** in cash, or by check or money order payable to the "City of Somerville." In addition to the filing fee, applicants are required to pay a **POSTAGE & ADVERTISING FEE**, payable by separate check. You may wish to bring an extra copy of the completed SPGA application form (and copies of other forms if required in the application) for the Planning Staff to stamp for your own records. State and City laws require that a public hearing be held on your application within a given time period starting from the official filing with the City Clerk (the specific time depends on the type of application).

***** YOUR APPLICATION MUST INCLUDE THE ABOVE MINIMUM ITEMS TO BE CONSIDERED. *****

FOR HELP, contact the Planning Department. The Planning Staff can assist you in completing this form, explain procedures, and advise you of any further requirements.

Planning Department
City Hall, 3rd Floor
93 Highland Avenue
625-6600, ext. 2500

Zoning Board of Appeals
City Hall, 3rd Floor
93 Highland Avenue
625-6600, ext. 2500

Division of Inspectional Services
Dep't of Public Works, 1st Floor
One Franey Road
625-6600, ext. 5600

Office of the City Clerk
City Hall, 1st Floor
93 Highland Avenue
625-6600, ext. 4100

ISD DENIAL DATE: / /	PLANNING BOARD MEETING DATE: / /	ZONE(S):	SPGA:	
PB CASE #:				
PLANNING STAMP		FEE:	CHECKED BY:	
		\$ (Application)		CITY CLERK STAMP
		\$ (Advertising)		
THIS BOX FOR CITY USE ONLY				

PART A	ALL APPLICANTS MUST COMPLETE	PLEASE TYPE OR PRINT CLEARLY
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PROPERTY: Provide the following for **ALL** property included in your project (attach additional sheets if necessary)

STREET ADDRESS(ES): _____

ASSESSORS' MAP/BLOCK/LOT #(S): _____

APPLICANT'S NAME: _____	AGENT'S NAME: _____
Street Address: _____	Street Address: _____
City, ST, ZIP: _____	City, ST, ZIP: _____
Contact Phone #: _____	Contact Phone #: _____
Alternate Phone #: _____	Alternate Phone #: _____
Email (optional): _____	Email (optional): _____

OWNER'S NAME: _____

Street Address: _____

City, ST, ZIP: _____

THIS APPLICATION IS OFFICIALLY FILED FOR: (CHECK APPROPRIATE BOX(ES) BELOW AND READ INSTRUCTIONS)

- ☐ **SPECIAL PERMIT (SP) or SPECIAL PERMIT WITH DESIGN REVIEW (SPD):** Complete **PART B** of this form.
- ☐ **VARIANCE(S):** Complete **PART C** of this form.
- ☐ **ADMINISTRATIVE APPEAL:** Complete **PART D** of this form.
- ☐ **SPECIAL PERMIT WITH SITE PLAN REVIEW (SPSR):** Obtain and complete the separate form titled Special Permit with Site Plan Review Application.
- ☐ **INCLUSIONARY HOUSING DEVELOPMENT:** Obtain and complete the separate Special Permit with Site Plan Review Application and the Inclusionary Housing Application forms. Contact the City's Housing Director at 625-6600, ext. 2560 to obtain the housing forms and to request a meeting to discuss the specific requirements.
- ☐ **SITE PLAN APPROVAL**
- ☐ **PLANNED UNIT DEVELOPMENT (PRELIMINARY MASTER PLAN):** Obtain and complete the separate form titled Submission of Preliminary Master Plan, Planned Unit Development. For final approval of a phase of a planned unit development, file for a special permit with site plan review.

PROPOSAL: Briefly describe existing and proposed uses, size in square feet, construction or demolition, whom the project is intended to serve, number of dwelling units for residential uses, and expected number of occupants/employees and methods/hours of operation for non-residential uses. (Attach additional sheets if necessary).

PART B	SPECIAL PERMITS	<i>PLEASE TYPE OR PRINT CLEARLY</i>
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Please indicate below **ALL** types of special permits you are applying for:

- ☐ **SECTION 4.4.1: TO ALTER OR EXTEND A NONCONFORMING STRUCTURE**
- ☐ **SECTION 4.5: TO ALTER A NONCONFORMING USE** (check the exact type below):
- ☐ SECTION 4.5.1: Change one nonconforming use to another nonconforming use.
- ☐ SECTION 4.5.3: Expansion of nonconforming use.
- ☐ **SECTION 7.11: SPECIAL PERMIT (SP), SPECIAL PERMIT WITH DESIGN REVIEW (SPD), OR SPECIAL PERMIT WITH SITE PLAN REVIEW (SPSR) REQUIRED BY TABLE OF USES**
- ☐ Specify exact Section Number and Type of Use: _____
- ☐ **SECTION 9.13: PARKING/LOADING REQUIREMENTS – EXCEPTION/SPECIAL PERMIT**
- ☐ Specify exact Subsection Number: _____
- ☐ **OTHER** (Please specify SZO Section Number): _____

Pursuant to MGL Ch. 112 regulations of the Massachusetts Division of Registration, and depending on the nature of the application, plans and drawings may require the seal and signature of a registered professional land surveyor, professional engineer, or architect.

PART C	VARIANCES	<i>PLEASE TYPE OR PRINT CLEARLY</i>
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Please indicate in the space below ALL applicable Sections of the Somerville Zoning Ordinance (SZO) from which a variance is sought (Attach additional sheet(s) if necessary):

SECTION(S): _____

ON A SEPARATE PAGE (Include 2 copies), Please briefly state the grounds or basis for granting the variance(s) in accordance with the criteria of SZO Section 5.5.3, explaining:

- 1) Any **special circumstances affecting the subject land or structures** (soil conditions, shape or topography of land, physical conditions, etc.) that are unusual or do not affect other properties, and explain any hardship that results from these special circumstances;
- 2) How the specific variances(s) requested is the **minimum variance that will grant reasonable relief to the owner**, and is **necessary for a reasonable use** of the building or land; and
- 3) How the granting of the variance will be **in harmony with the general purpose and intent of the SZO** and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

PART D	ADMINISTRATIVE APPEAL	<i>PLEASE TYPE OR PRINT CLEARLY</i>
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STATEMENT OF APPEAL: ON A SEPARATE PAGE (Include 2 copies), briefly explain the enforcement order(s) or ordinance interpretation(s) you are appealing and your basis or grounds for contesting the Building Superintendent or other administrator's decision. Provide any background history or other information that you feel will aid the Board in its review of your case.